

California Franchise Tax Board

STATE OF CALIFORNIA SHEETFED OFFSET PRESS OPERATOR II

FRANCHISE TAX BOARD

OPEN EXAMINATION - SPOT SACRAMENTO

FRANCHISE TAX BOARD

PO Box 550

Sacramento CA 95812-0550

ATTN: Exam Unit, (916) 845-3608

Website: www.ftb.ca.gov

TDD is Telecommunications Device for the Deaf.

California Relay Service

From TDD phone (800) 735-2929

From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

HOW TO APPLY

Applications are available and may be filed:

In Person:

Franchise Tax Board
9646 Butterfield Way
Sacramento Bldg., Exam Lobby
Sacramento, CA 95827

By Mail:

Franchise Tax Board
ATTN: Exam Unit
PO Box 550
Sacramento, CA 95812-0550

APPLICATIONS MUST CONTAIN ORIGINAL SIGNATURES

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

FINAL FILING DATE: January 20, 2009

Applications (Form STD 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held in February 2009. You will be notified by mail.

SALARY RANGE: \$2933- \$3565

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Franchise Tax Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated in the job description include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement

Either I

In the California state service, One year of experience equivalent to a Sheetfed Offset Press Operator I.

Or II

Two years of experience operating a multiunit sheetfed offset press.

SPECIAL PERSONAL CHARACTERISTICS:

Flexibility to adapt to changing work priorities; work in a noisy environment, willingness to work nights and overtime; interact effectively and courteously with all levels of personnel, customers, vendors, and other parties; and vision sufficient to perform the essential functions of the job.

THE POSITION

This is the working level in the Sheetfed Offset Press Operator series. Under general supervision, incumbents perform moderate skilled work involved in maintaining and operating single and two unit sheetfed offset presses; and do other related work.

POSITIONS EXIST WITH THE FRANCHISE TAX BOARD IN SACRAMENTO ONLY.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel Interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal – Weighted 100%

The examination will include a number of predetermined job-related questions. The first portion of the examination may consist of a structured exercise that tests the knowledge, skills, and abilities required to perform the work done by a Sheetfed Offset Press Operator II. In addition, candidates should be prepared to answer questions related to the following areas:

Scope:

Knowledge of:

1. Basic lithography
2. Single unit press and its functions including delivery system, dampening system, feeding system, inking system, and printing system.
3. Basic printing process (e.g., electrostatic, photochemical)
4. Pre-press imaging and finishing processes.
5. Printing instruments and tools.
6. Use and care of blankets, rollers, and offset plates and their installations on presses.
7. Types of fountain solutions on sheetfed presses using a lithograph process.
8. Knowledge of safety requirements applied in the operation of printing equipment and industrial workplace safety practices.

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**SHEETFED OFFSET PRESS OPERATOR II RJ97 –7324
EXAM CODE: 8FT42**

**FINAL FILING DATE: JANUARY 20, 2009
BULLETIN RELEASE DATE: JANUARY 6, 2009**

SHEETFEED OFFSET PRESS OPERATOR II

BULLETIN RELEASE DATE: JANUARY 7, 2009

9. Printing solvents and additives.
10. Print stock weights, textures and finishes.
11. Types and uses of printing inks.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Veterans' Preference Credit

Veteran's preference credit will be granted in this examination.

Career credits do not apply.

Ability to:

1. Perform basic math calculations.
2. Take accurate measurements needed for effective job performance.
3. Perform mechanical tasks needed to operate equipment.
4. Communicate effectively.
5. Follow oral and written instructions to assure quality and quantity of production.
6. Make minor mechanical adjustments and repairs.
7. Maintain proper fountain solutions
8. Maintain satisfactory personal relations with other workers.
9. Willingness to work under noisy conditions.
10. Willingness to work various shifts.
11. Understand and follow basic safety and environmental regulations and practices.
12. Stand for long periods of time.
13. Move and/or lift up to 50 pounds.
14. Operate a multiunit press.
15. Operate an envelope press.
16. Maintain registration between printing units.
17. Mix and match colors.
18. Produce a printing plate.
19. Ability to shoot and lay out negatives and half-tones.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Franchise Tax Board, local offices of the Employment Development Department and the State Personnel Board office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non-disability retirement or removal for cause.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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